

INSTRUCTIONS ON HOW TO GAIN ACCESS TO CCPI

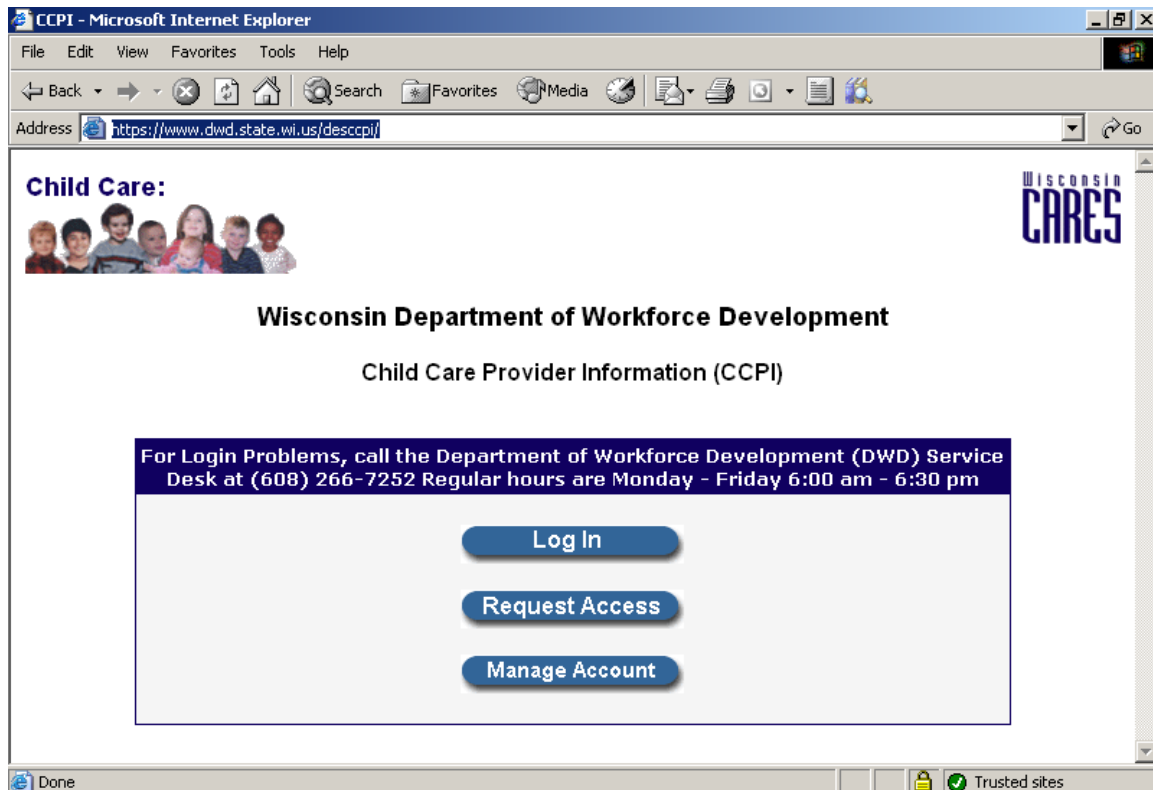
This document will give you instructions on how to gain access to the Child Care Provider Information (CCPI) web system.

Make sure that you follow the instructions carefully to prevent errors.

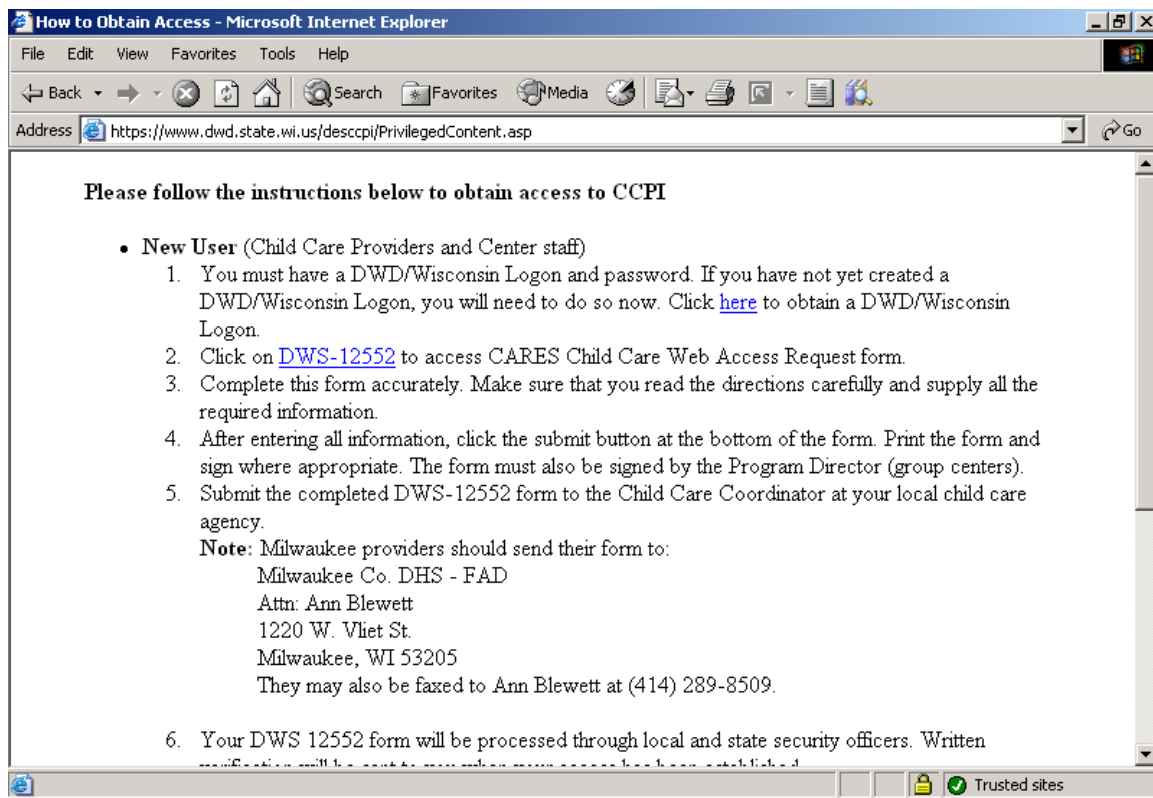
(NOTE: If you use the QWTRS system, the Wisconsin Job Order system (WJOS) or the KIDS Payment Inquiry system, you may use your same ID. Go to <http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/pdf/ad.pdf> for further information.)

Step by step instructions:

1. Log onto <https://www.dwd.state.wi.us/descapi/> by typing in an address on your internet browser. The following page will display:



1. On this page, click 'Request Access'. The following page will display:



2. Click on "[here](#)" link on the page, which will take you to the DWD/Wisconsin Logon Management System Home page.


[wisconsin.gov home](#)
[state agencies](#)
[subject directory](#)

Wisconsin Department of Workforce Development

[Site Map](#) | [News](#) | [Search](#) | [About DWD](#)

[Main Menu](#) | [Help](#) | [FAQ](#)

DWD/Wisconsin Logon Management System

The DWD/Wisconsin Logon Management System allows authorized individuals to access many DWD Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DWD/Wisconsin Logon and password. Your DWD/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Customer ID Menu

- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [User Acceptance Agreement](#)

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DWD/Wisconsin Logon

[Self Registration](#) (Request a DWD/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DWD/Wisconsin Logon. This is your key to doing secure business with DWD over the Internet.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Forgot Your User ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DWD/Wisconsin Logon and/or Password.

Updated November 11, 2003
[Administrative Services Division](#)
 Content Contact: [DWD Webmasters](#)

[Wisconsin.gov](#) | [Site Map](#) | [Search](#) | [Accessibility](#) | [Legal](#) | [Feedback](#) | [DWD Home](#)

- Click on the "Self Registration" link under the heading 'SIGN UP FOR YOUR DWD/WISCONSIN LOGON' or under the 'Customer ID Menu' navigation box on the right.
- The Self Registration page will display. Read all the information on the page, including the User Acceptance Agreement in the scroll down box. After you

have read the Agreement and agree to the terms for using CCPI, click on ACCEPT to continue. NOTE: If you do not agree to the terms, click on DECLINE. In that case, you will not be able to use CCPI.

The screenshot shows the 'Self Registration' page of the Wisconsin Department of Workforce Development. The header includes the Wisconsin state logo, 'wisconsin.gov home', 'state agencies', and 'subject directory'. Below this is a blue banner with 'Wisconsin Department of Workforce Development', the DWD logo, and links for 'Site Map | News | Search | About DWD'. A secondary navigation bar contains 'Main Menu | Help | FAQ'. The main content area is titled 'Self Registration' and includes a welcome message, a 'Requesting a DWD/Wisconsin Logon and Password' section, and a 'Starting the Self Registration Process' section. A 'User Acceptance Agreement' section is visible, featuring a scrollable text area with the title 'DWD/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT' and the heading 'INTRODUCTION'. The text in the scroll area begins with 'Many State agencies provide information and services by the'. To the right of the main content is a 'Customer ID Menu' with links for 'Self Registration', 'Profile Management', 'Password Management', 'User Acceptance Agreement', and 'Agreement'. At the bottom of the agreement section are 'Accept' and 'Decline' buttons. A footer at the very bottom contains links for 'Wisconsin.gov | Site Map | Search | Accessibility | Legal | Feedback | DWD Home'.

Self Registration

Welcome to the DWD/Wisconsin Logon self registration process. Self Registration allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin Logon and Password

You will submit your contact information. Once authorized you will see a confirmation.

Starting the Self Registration Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

DWD/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT

INTRODUCTION


Many State agencies provide information and services by the


[Printer Friendly Version](#)

[Wisconsin.gov](#) | [Site Map](#) | [Search](#) | [Accessibility](#) | [Legal](#) | [Feedback](#) | [DWD Home](#)

1. After accepting the user acceptance agreement, the Account Creation page will display. Fill in your personal information under Profile Information. Make sure you enter your email address accurately. You will be notified by email once your access has been approved. Under Account Information, create a Logon (user) ID that is easy for you to remember. Create a password and enter it twice. In the section titled Logon ID / Password Recovery, enter a secret question and answer. This may be used by help desk staff to identify you if you need a password reset, so select a question to which you will always remember the answer if asked. For example, the question might ask the name of your first dog. At the bottom left of the page you will see a

number. Type it in the box to the bottom right of the page. When you have entered all information on the page, click on SUBMIT.

[wisconsin.gov home](#) [state agencies](#) [subject directory](#)

Wisconsin Department of Workforce Development  [Site Map](#) | [News](#) | [Search](#) | [About DWD](#)

[Main Menu](#) | [Help](#) | [FAQ](#)

Account Creation

* Indicates Required Field

Profile Information

First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*
Suffix	<input type="text"/>	
E-Mail address is strongly encouraged so we can contact you in case of problems or changes.		
E-Mail	<input type="text"/>	
Phone	ie. 6085551234 <input type="text"/> ext. <input type="text"/>	
Mailing Address		
Street Address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	
Zip Code	<input type="text"/> - <input type="text"/>	

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID	<input type="text"/>	*
----------	----------------------	---

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password	<input type="password"/>	*
Re-enter Password	<input type="password"/>	*

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DWD/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

Secret Question	<input type="text"/>	*
Secret Answer	<input type="text"/>	*


Verification


This step helps prevent automated registrations.
If you cannot see the number below [click here](#).

27864	Please enter the number as it is shown in the box to the left.	<input type="text"/>	*
--------------	--	----------------------	---

[Wisconsin.gov](#) | [Site Map](#) | [Search](#) | [Accessibility](#) | [Legal](#) | [Feedback](#) | [DWD Home](#)

5. After submitting the Account Creation page, the Account Confirmation page will display. This tells you that you have been successful in creating an account. Click on RETURN TO CCPI at the top or bottom of the page to continue.

[wisconsin.gov home](#) [state agencies](#) [subject directory](#)

Wisconsin Department of Workforce Development  [Site Map](#) | [News](#) | [Search](#) | [About DWD](#)

[Main Menu](#) | [Help](#) | [FAQ](#)

Account Creation

Your DWD/Wisconsin Logon profile was successfully created.

- [return to CCPI](#)
- [make changes to your logon information](#)
- [return to DWD/Wisconsin Logon Menu](#)
- [DWD Homepage](#)

Profile Information

Logon Id	ccpiextra2
First Name	Linda
Middle Initial	
Last Name	Bauer
Suffix	
E-Mail	
Phone	
Mailing Address	
Street Address	
City	
State/Province	
Zip/Postal Code	

Logon ID/Password Recovery

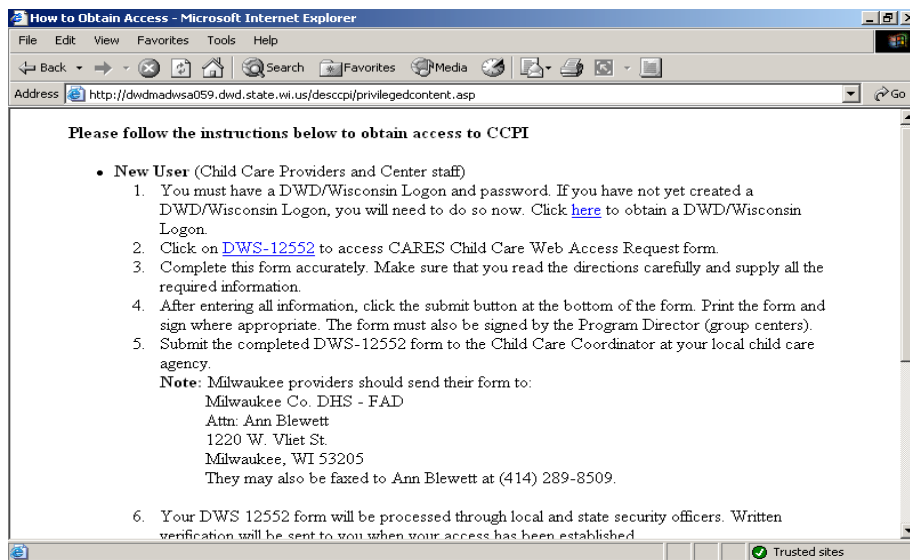
Secret Question	Favorite Author
Secret Answer	Faulkner

Your DWD/Wisconsin Logon profile was successfully created.

- [return to CCPI](#)
- [make changes to your logon information](#)
- [return to DWD/Wisconsin Logon Menu](#)
- [DWD Homepage](#)

[Wisconsin.gov](#) | [Site Map](#) | [Search](#) | [Accessibility](#) | [Legal](#) | [Feedback](#) | [DWD Home](#)

6. The following page will display:



7. Click on the DWS-12552 link to access the 'CARES child care web access request' form. Carefully complete the form, click on SUBMIT. Print the form, sign it and fax it to the child care coordinator in your county. List of child care coordinators by county can be found at:

http://www.dwd.state.wi.us/dws/programs/childcare/wishares/pdf/coordinator_rpt.pdf. The child care coordinator will forward the form to the state for approval. Once your access has been approved, you will receive an email confirming the approval of the access. If you do not have an email or if you entered the email address incorrectly, you will receive a notice by regular mail.

11. Once your access has been approved, log onto <https://www.dwd.state.wi.us/descapi/> to access the system. **Mark this page under your Favorites or bookmarks.**

- ◆ **Help Desk contacts:** If you have problems completing the screens or you need a password reset, call the DWD Service Desk at 608-266-7252 between the hours of 6:00 AM and 6:00 PM Monday through Friday. If you call outside that timeframe, your call will be answered, but you will not receive immediate assistance. A message will be referred to Service Desk staff, who will respond on the next business day.